

Assistant Director for Student Employment
Old Dominion University

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Posted Dec. 9, 2024, set to expire Nov. 1, 2025

Job Title Assistant Director for Student Employment
Department CAREER DEVELOPMENT SERVICES
Institution Old Dominion University
Norfolk, Virginia

Date Posted Dec. 9, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Student Affairs

Job Website <https://jobs.odu.edu/postings/22324>

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Job Description

Job Summary

The Assistant Director for Student Employment designs, implements, champions, and evaluates student employment programs at Old Dominion University to establish student employment as a premier form of experiential learning critical contributor to students' career readiness. Under the vision and direction of the Associate Director for Administration and Strategic Initiatives, the Assistant Director for Student Employment oversees the Federal Work-Study program and the Learn and Earn Advantage Program (LEAP) for Old Dominion University. Additionally, this position consults with the campus community regarding job postings, promotions, progression plans, and student learning outcomes for all student employment positions.

The Assistant Director for Student Employment generates and curates' information, resources, programs, processes, and services that increase students' career readiness through student

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employment and on-campus stakeholders' ability to provide robust, developmental student employment opportunities to ODU students. In addition, the Assistant Director will participate in CCLD services and delivery of programs and support CCLD and SEES strategic goals.

Given the nature of the positions in Student Enrollment, Engagement & Services that provide support to student services and/or student-centered programs, the employee occupying this position may be required to work during a university closing. There may be occasions where the employee will be asked to work during university closings as directed by their supervisor. These instances may include working from a remote location (e.g., telework)

Position Type

FullTime

Type of Recruitment

General Public

Minimum Qualifications

- **Master's degree in Human Resources, Higher Education, Human Services, Counseling, or a related field of study; or a bachelor's degree in Human Resources, Higher Education, Human Services Counseling, or a related field of study with significant work experience.**
- Considerable knowledge of highly effective career coaching or counseling practices and techniques for working with college students, diverse adult learners, and working professionals.
- Understanding of basic event planning processes. Working knowledge of career center programs and processes.
- Working knowledge of career development theories, career readiness competencies (NACE), and high-impact career practices (NACM).
- Effective presentation and communication (verbal and written) skills.
- Demonstrated ability to effectively meet deadlines and provide outstanding customer service to varied stakeholder groups.
- Working knowledge of personal computers and network environments; word processing,

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spreadsheets, database software, electronic mail, internet use, and presentation software.

- The ability to work with current and prospective employers in one-on-one, small, and large group settings.
- The ability to initiate and maintain relationships with local, regional, national, and international employers.
- The ability to support the career exploration and development needs of students and alumni in one-on-one or group settings.

Preferred Qualifications

Considerable prior experience providing career coaching for college students or adult

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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